

# SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PERSONAL NECESSITY LEAVE

ADOPTED: March 18, 2014

REVISED:

336. PERSONAL NECESSITY LEAVE	
<p>1. Authority</p> <p style="padding-left: 40px;">SC 510, 1154</p>	<p>This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.</p> <p>The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted, and the total number of days that may be used by an employee in any school year for such leave.</p>
<p>2. Guidelines</p>	<p><u>Personal Leave</u></p> <p>Requests for personal leave shall be made in advance to the immediate supervisor.</p> <p>Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p><u>Bereavement Leave</u></p> <p>SC 1154</p> <p>When an administrative or professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of five (5) school days. The Board may extend the period of absence, at its discretion. <b>Immediate family</b> shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.</p> <p>SC 1154</p> <p>When an administrative or professional employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Board may extend the period of absence, at its discretion. <b>Near relative</b> shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.</p>

When a support employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of five (5) school days. The Board may extend the period of absence, at its discretion. **Immediate family** shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.

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References:

School Code – 24 P.S. Sec. 510, 1154